

## REQUEST/APPROVAL/USAGE OF OFFICIAL TIME

For use of this form, see Labor Management Agreement, Fort Knox/AFGE Local 2302

### PART I. REQUEST FOR OFFICIAL TIME FOR REPRESENTATIONAL ACTIVITIES

REPRESENTATIVE'S NAME (*Type or print*)

HOURLY RATE

ORGANIZATION/PHONE NO.

DATE AND TIME OF BUSINESS

DESTINATION

ESTIMATED TIME

REPRESENTATIVE'S SIGNATURE

DATE

TIME

☐ APPROVED

☐ DISAPPROVED (*See comments below*)

COMMENTS:

MANAGEMENT OFFICIAL'S SIGNATURE/PHONE NO.

DATE

TIME

### PART II. PURPOSE FOR WHICH OFFICIAL TIME WAS USED.

(*Indicate hours or fraction thereof used by category*)

HOURS  
USED

\_\_\_\_\_ A. GRIEVANCE/APPEALS

\_\_\_\_\_ B. FORMAL DISCUSSIONS/WEINGARTEN

\_\_\_\_\_ C. MIDTERM NEGOTIATIONS TABLE TIME

\_\_\_\_\_ D. MIDTERM NEGOTIATIONS PREPARATION TIME

\_\_\_\_\_ E. ULP PROCEEDINGS

\_\_\_\_\_ F. TRAINING

\_\_\_\_\_ G. CONTRACT NEGOTIATIONS

\_\_\_\_\_ H. OTHER (SPECIFY) \_\_\_\_\_

ACTUAL TIME LEFT

ACTUAL TIME RETURNED

REPRESENTATIVE'S  
INITIALS/DATE

SUPERVISOR'S  
INITIALS/DATE

DISTRIBUTION WHEN COMPLETED:

ORIGINAL TO SUPERVISOR FOR FILE

COPY TO AFGE REPRESENTATIVE

COPY TO PRESIDENT, AFGE LOCAL 2302

## **OFFICIAL TIME USAGE**

A. GRIEVANCE/APPEAL	Include time investigating and processing grievances under the LMA to include arbitration when applicable. Include time spent on appeals to MSPB, EEO complaints, and any other complaints and appellate processes.
B. FORMAL DISCUSSIONS/ WEINGARTEN	Time involved in attending formal discussions and investigative examinations with employees.
C. MIDTERM NEGOTIATIONS TABLE TIME	Actual time spent at the bargaining table for midterm negotiations. Include formal negotiations over a proposed change in activity policy, informal negotiations and impact and implementation bargaining.
D. MIDTERM NEGOTIATIONS PREPARATION TIME	Time spent in preparing and developing proposals for above midterm bargaining subjects.
E. ULP PROCEEDINGS	Time spent investigating and filing unfair labor practice charges, serving as a witness at formal hearings, etc.
F. TRAINING	Union representative training.
G. CONTRACT NEGOTIATIONS	Negotiations held on reopened provisions of the LMA.
H. OTHER (SPECIFY)	All other official representation functions to include Union-Management luncheon, CA briefings, OSHA walk-arounds, Labor-Management committee meetings.

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- Requests received more than 72 hours in advance shall be approved or disapproved within a reasonable amount of time but no more than 3 working days from date of request.
  - Requests received between 48-72 hours in advance shall be approved or disapproved within 24 hours of request.
  - Requests received between 12-48 hours in advance shall be approved or disapproved within 4 working hours.
  - Requests received less than 12 hours in advance shall be approved or disapproved immediately.
  - Time shall be reported in 1/10-hour (6 minute) increments (e.g., 1.2 hrs).